

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70-09.G

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Subject:

DATE: 08/13/96

Sunset Review: 08/13/99

LICENSING/RECORDING OF MOTOR VEHICLE  
OPERATORS

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1. PURPOSE. This directive promulgates the policies, defines the requirements, and assigns the responsibilities for the licensing/recording of personnel operating motorized vehicles on the Federal Law Enforcement Training Center (FLETC or Center). The Code of Federal Regulations (5 CFR Part 930, Subpart A) requires that agencies identify those employees who are qualified and authorized to operate Government owned or leased motor vehicles while on official business. 31 CFR Part 700 authorizes the Director, FLETC, to make regulations which ensure vehicular traffic safety on the Center.

2. SCOPE. All personnel operating any type of motorized vehicle (whether private- or Government-owned/leased) on FLETC facilities are covered by this directive.

3. CANCELLATION. FD 70-09.G, Licensing of Motor Vehicle Operators, dated January 12, 1988, is superseded by this directive.

4. REFERENCES.

a. 5 CFR Part 930

b. 31 CFR Part 700

c. Department of the Treasury Personnel Management Manual, Chapter 930.A, Transmittal No.113, dated June 23, 1976.

d. U.S. Office of Personnel Management Letter of Exemption for Students, dated May 15, 1981.

5. DEFINITION: A valid drivers license is one which is issued by a state, territory, or national licensing jurisdiction for the class of vehicle being driven and which is not in any form of suspension or revocation at the time a vehicle is to be operated.

## 6. POLICIES.

a. All persons operating any motorized vehicle (whether private- or Government-owned/leased) on the FLETC must possess a valid driver's license. EXCEPTION: The Director, FLETC, may allow unlicensed foreign national students to drive on the FLETC.

b. Personnel obtaining FLETC decals for their Privately Owned Vehicles (POVs) will annually provide information pertaining to their driver's license on Vehicle Registration Form FTC-SAF-7. The information provided should be updated during the year as needed. By accepting a FLETC decal, all persons certify that any other lawful operator of the registered vehicle will also possess a valid driver's license and will have an official reason to enter the FLETC.

c. All Government employees with duties involving the operation of Government-owned/leased motor vehicles of one ton or less load capacity will have in their possession a valid driver's license, issued by the locale where the employee is domiciled or principally employed. This license is deemed sufficient to satisfy the examination, road test, physical evaluation, and review of renewal of authorization requirements of reference 4a.

d. Government employees assigned to operate specialized vehicles (i.e., buses; utility trucks; forklift trucks; and ammunition, explosive, or combustible/flammable cargo carrying vehicles) are subject to the examination, road test, physical evaluation, and review of renewal of authorization requirements of reference 4a and must possess an OF-346, Government Driver's License, before being permitted to operate specialized vehicles. They will receive instructions in the operation of the vehicles and be tested by authorized FLETC driver training instructors prior to the OF 346 being issued by the Security and Safety Division (SEC), Glynco, or the Administrative Division, Artesia (MD). Additionally, drivers of ammunition and explosive carrying vehicles shall familiarize themselves with all applicable safety precautions and the current issue of the Interstate Commerce Commission Motor Carrier Safety Regulations, as well as 29 CFR Part 1910.109 and Chapter 4 of National Fire Protection Association Code Number 495, before transporting explosives over the highway.

e. All FLETC contract personnel holding a valid Georgia or New Mexico Commercial Driver's Licenses (CDL) are exempt from examination, road test, physical evaluation, and review of renewal of authorization requirements. The Contracting Officer's Technical Representative (COTR) must notify the Procurement Division and the SEC/MD in writing of all new drivers and any change in the licensing status of current contract personnel.

f. All personnel operating motor vehicles on the FLETC shall notify the SEC/MD of changes to their driver's license information including, but not limited to,

class of vehicles they are eligible to operate, revocations, renewals, expiration without intent to replace, physical restrictions, etc.

g. Personnel on temporary assignment from another Federal agency/bureau are not required to possess an OF-346 if (1 ) they are driving Government vehicles owned/leased by their agency/bureau, (2) possess a valid driver's license for the type of vehicle being driven, and (3) possess agency/bureau identification.

h. A person's authority to operate any vehicle on the FLETC may be limited or terminated when they are (1) found by a Federal medical officer to be unable to safely operate a motor vehicle, (2) not in compliance with the requirement to notify SEC/MD of required licensing/recording information, or (3) convicted of a crime involving the use of a motor vehicle which is deemed serious by the Director, FLETC.

i. Whenever corrective actions are initiated for any of the above reasons, authorization to drive FLETC owned/leased vehicles is automatically revoked. Reinstatement of this driving authorization may be made when requirements are met as deemed satisfactory to the Director, or his designee.

## 7. RESPONSIBILITIES.

a. FLETC, participating organization, and contract personnel must comply with FLETC licensing/recording requirements if they operate FLETC owned/leased vehicles. Contractors must coordinate this activity through their COTR.

b. Supervisors shall (1) inform all personnel of the licensing/recording of motor vehicle operators requirements, (2) ensure that only employees who are licensed in accordance with this directive operate Government owned or leased motor vehicles, (3) arrange for the training, testing, and licensing of personnel required to operate specialized motorized vehicles, and (4) advise new employees who are incidental or occasional drivers to contact SEC/MD for licensing/recording instructions.

c. Students are responsible for possessing a valid driver's license appropriate for the class of vehicle to be operated.

d. Instructors conducting training are responsible for ensuring that each student has a valid driver's license in their possession when operating any vehicle.

e. Driver and Marine Division (DMD), Office of Special Training, is responsible for administering a training and testing program at Glynco for personnel (other than contract personnel as they must be certified by the State of Georgia) who are required to drive Government motor vehicles other than passenger cars or light trucks, one ton and below. DMD shall maintain records and provide SEC with the documentation necessary for the issuance of an OF-346 when required. The Chief,

MD, is the training, testing, and issuing authority for driver license requirements at Artesia.

f. The SEC and MD shall respectively maintain current lists of Glynco and Artesia personnel who drive FLETC owned/leased vehicles by compiling the information provided by supervisors and personnel of the various divisions, agencies, and contractors operating on FLETC facilities. They shall issue OF-346's as required for the operation of specialized Government vehicles when furnished with documentation that the appropriate training and testing have been successfully completed.

8. OFFICE OF PRIMARY INTEREST. Security and Safety Division, Office of Administration.

Charles F. Rinkevich  
Director